



Colorado Department of Personnel & Administration Division of Information Technology *EMPL Retirement*

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Projects to Retire EMPL

DPA is progressing on two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

Timing of the Implementation

The earliest possible time to transition to the new CPPS and HRDW systems is the summer of 2005. We are working to determine the specific schedule. Some agencies are requesting that the Classified system be changed over in September or October. We would like to survey agencies for their best time to transition systems. To tell us what would be best for your agency please send an email to Valerie Klemme at valerie.klemme@state.co.us. Include the name of your agency and the best month for implementation, July, August, September, or October. Thank you.

Converting from EMPL to CPPS

The technical team has incorporated most of the system changes designed to meet the requirements identified by the user groups. There are still some modules to be finished. While that is happening, other project teams are working on testing, system security, and documentation.

The User Testing group has begun initial testing. Test cases are being developed for group as the technical team completes modules.

At the same time the Documentation Group has begun to assemble a user manual and data glossary.

There is now a moratorium on programming changes to EMPL. Only changes truly essential to State business will be accepted. Requests will be evaluated on a case-by-case basis.

The section below called "New Features and Changes" has announcements of changes coming in the CPPS system.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is in the procurement phase for the required software. We are awaiting the completion of the contract process. We are still hopeful the software will be delivered in early April.

The first cut of the HRDW data model is complete and is being validated and revised. All other development tasks are on-hold until the software acquisition

is complete.

Please contact paula.amelon@state.co.us if you have any questions or concerns.

New Features and Changes

As changes are made and tested in the CPPS system they will be scheduled for release into production. The list below has the latest changes to be announced. A complete list of the changes announced to date can be found at <http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm>

All Personnel & Benefits Screens

- Action Code has been changed to be a required field.
- An edit has been added so that Action Subtype must be valid with the Action Code.

Personnel Action Data (Screen 3)

- A 'Memo' field of thirty characters has been added.
- Messaging has been added so that users are reminded to check service dates for Return from Leave and Rehire actions.
- Agency Date 1 has been changed so that it won't be automatically populated.
- Last Action Subtype has been added.
- A leave of absence reason of 'Disciplinary Suspension' has been added.
- The leave of absence reason of 'Layoff' has been changed to 'Furlough'.

Job Assignment Data (Screen 4)

- An edit has been added that if the Save Pay Date in a future month then the pay rate must be between the minimum for the class and the statutory max.
- An edit has been added to require that the Account Percentages for Regular pay equal the % Full Time.
- An edit has been added so that only the State Auditor's Office can use class 'PILOTX'.
- An edit has been added to not allow Action Code 07, Reclassification with classified job classes. Classified will use the Promotion, Demotion, and Transfer actions with the 'Reallocation' action subtype.
- An edit has been added so that Save Pay Date cannot be changed except if the action is a promotion, demotion, data correction, or pay rate adjustment.

Personal Data (Screen 5)

- The Military Status will no longer be defaulted.
- The Visa Type values have been updated to new federal values.
- An edit was added to require that Visa Type be entered if Citizenship Country is not 'US' or 'USA'.
- An edit has been added to require the Visa Expiration with all Visa Type values except blank and 'IM' for immigrant.

Job Performance Data (Screen 9)

- An edit has been added to require that if a job class has been entered than a value for Probation/Employee Status must also be entered.
- An edit has been added to require that if any of Rating, Rating Date, Rating Type, or Rating Supervisor has been entered then they all must be entered.

Questions & Answers

For questions please contact any of the four people listed on the first page. We may post your questions and the answers here in later editions.